



Foreign Exchange Dealers' Association of India

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498/OW-2019/2018
10th October 2018

ATTN.:

1. General Manager, HRD, Training Division
2. General Manager, International Division
3. Principal, Staff Training Centre / College

URGENT AND IMPORTANT

**ANNUAL TRAINING MEETING ON THURSDAY, THE 15TH NOVEMBER 2018
AT 10.00 A.M. IN FEDAI CONFERENCE ROOM, MUMBAI**

**FEDAI ONE WEEK (5 Days) ORIENTATION WORKSHOP AND
SPECIAL WORKSHOPS (2 Days) - (NON-RESIDENTIAL)
ON
FOREIGN TRADE / FOREIGN EXCHANGE BUSINESS - 2019 SERIES**

Dear Sir / Madam,

Member banks are aware that FEDAI conducts one week orientation workshops in the area of Foreign Trade / Exchange Business. After ascertaining needs of member banks, FEDAI also conducts short duration special workshops to cover focused areas of these Business.

The workshops are conducted every year during January – December. For conducting such workshops, a meeting is conducted to review and also to plan next year's workshops.

In the last meeting on 9th November 2017, workshops for the year 2018 were planned. The present position of the workshops in the year 2018 as of 10th October 2018 is given below for information of member banks.

**5 Day Orientation Workshops on
Foreign Trade and Foreign Exchange Business**

Workshops Announced	20
Workshops Conducted	13
No. of Banks conducted workshops	7
No. of Centres covered	8
No. of Participants	481
Workshop allotted and to be conducted by 31 st December 2018	5
Workshops deferred / cancelled	2

**2 Day Special Workshops on Focused Areas of
Foreign Trade and Foreign Exchange Business**

Workshops announced	4
Workshops Conducted	4
No. of Participants	116

**1 Day Special Workshop on Awareness of
Foreign Trade and Foreign Exchange Business and SWIFT –
Bank Specific**

Workshops Announced	4
Workshops Conducted	4
No. of Participants	108

RELEVANCE OF THE FEDAI WORKSHOPS IN A DE-REGULATED MARKET:

Forex Market in India is undergoing phenomenal change due to continuous de-regulation, rising volumes of trade and remittances coupled with the changing nature of these businesses. The volume involves both current as well as capital account transactions. While opportunities for more business are increasing, Authorised Dealer Banks are also required to share greater degree of responsibility. The attendant risks and their mitigation also need to be understood and addressed by the staff at all levels. The workshops are useful for all segments of Foreign Trade and Foreign Exchange Business namely the operations, compliance, inspection and marketing.

With the increase in number of AD I banks as well as recruitment of officials in banks, various committees of FEDAI expressed a need to continue such workshops on an ongoing basis modifying the contents in the present context to suit requirements of training of the officials of member banks.

FEDAI Orientation workshops have turned out to be more useful on account of the following unique features:-

- i) While a large number of member banks organise in-house programmes on foreign exchange business, the FEDAI platform provides an opportunity for, learning networking, sharing experiences, particularly on operational issues, amongst the participating banks and learn the best practices for conducting this business.
- ii) The faculty is drawn from diverse sources, thereby giving an industry level perspective.
- iii) Participants are provided with a set of books as Workshop kit on select areas of Foreign Exchange business which are also reading material for online examination conducted by IIBF. Moreover, the participants are also entitled to a certificate of participation, which could be an important certificate for working in foreign exchange department as per the latest initiative of Reserve Bank of India.
- iv) Most importantly the inputs provided are operations oriented helping officers in development of their **operational skills**.

MEETING FOR 2019 SERIES:

In view of the aforesaid, we propose to hold, the Annual Training Meeting on THURSDAY, the 15TH NOVEMBER 2018 at 10.00 a.m. followed by lunch at 2.00 p.m. at FEDAI Conference Room.

The proposed meeting aims at

- 1) **Deliberating on importance of training in general and in the area of foreign trade and foreign exchange business in particular in the light of current developments taking place in International markets and foreign trade and exchange business in India**
- 2) **Reviewing the workshops conducted in 2018 as well as to plan and finalise the details of the ensuing 2019 series of workshops to be conducted during the calendar year 2019.**
- 3) **Promoting 2 day workshops on focused areas of Foreign Trade / Exchange business with a view to address homogenous target audience, specialized in the particular area of business.**
- 4) **Discussing about need for 1 day workshop (Bank specific)**

This is a very important meeting as in addition to review, we also discuss modifications / changes / improvements in the following areas. We propose to invite senior functionary from RBI / AD I Bank to address the meet:

- a) Period of workshop
- b) Technical inputs to be provided
- c) Permissible expenses
- d) Participation fees plus applicable GST
- e) Procedural part of conducting workshops
- f) Criteria for identifying faculty at the centres
- g) Procedures for seeking nominations
- h) Criteria for identifying Chief and Local Co-ordinators

We request member banks to actively contribute in the proposed meeting. However, while nominating representative for attending the meeting, the member banks should ensure that the official deputed satisfies the following criteria:

NOTE: THE NOMINATION IS SUBJECT TO APPROVAL OF FEDAI

- 1) It is suggested that ideally **maximum 2 officials** from each bank be deputed to attend the meeting. One official should be from HR / Training Dept., other should have background in Foreign Trade / Exchange / International Banking. It is desirable that he/she should be having experience in forex training in the respective bank and/or conducting FEDAI workshops as Co-ordinator.
- 2) The officials should be well prepared for the discussions in the meeting to add value to the contents and procedures for conducting FEDAI workshops.
- 3) The member banks who have appropriate training infrastructure at various centers in India and would like to host FEDAI workshops for AD banks including the officers of the hosting bank should depute their representatives who can take decision for taking up centers on behalf of the bank as well as proposing time slots for conducting FEDAI workshops during the meeting. It may be noted that FEDAI does not permit conducting workshops at Hotels OR Resorts
- 4) The officials should be available for interaction and follow up during the year to ensure that workshops take place at the allotted centres during the allotted time slot. In case the official is transferred during the year 2019, he / she must inform FEDAI advising the name of substitute to take the training agenda forward.

We therefore expect that the representatives attending the meeting are well prepared to contribute their valuable suggestions and give commitment in respect of centres and the time slots for conducting workshop. It is imperative that the representative attending the meeting carries with himself / herself a copy of this letter with its Annexures.

We do value the participation of your representative in the meeting to make the workshop more meaningful / operationally useful and hence there is a need for strict adherence to above criteria.

Please advise us the name(s) of the representative(s) with their designation(s), mobile numbers latest by 9th November 2018 for attending the meeting confirming compliance with the prescribed criteria.

IMPORTANT

The member banks who are not in a position to take up such workshops and / or unable to depute suitable official for attending the meeting may offer suggestions on workshop inputs and procedures on following email id of FEDAI for discussions in Annual Training Meeting. Our email id is: trg@fedai.org.in

FEDAI VALUES SUGGESTIONS FROM MEMBER BANKS FOR IMPROVEMENT TO BE RECEIVED LATEST BY 9TH NOVEMBER 2018.

Though the circulars issued by FEDAI are sent to all the AD I Banks, the details of the proposed workshops are available on FEDAI website www.fedai.org.in. Member banks therefore should depute their officers for attending FEDAI workshops at various centres organized by other banks.

We enclose the following:-

- i) Agenda for the meeting – Annexure I
- ii) Suggested Workshop Schedule (inputs) for the workshops: 2019 – Annexure II

We request the representatives to join us for lunch at 2.00 p.m. after the meeting.

With warm regards,

Chief Executive

Encl.: a/a



ANNEXURE I

ANNUAL TRAINING MEETING

**ANNUAL TRAINING MEETING ON THURSDAY, THE 15TH NOVEMBER 2018
AT 10.00 A.M. IN FEDAI CONFERENCE ROOM, MUMBAI**

**FEDAI 5 DAYS ORIENTATION WORKSHOP (NON-RESIDENTIAL) ON FOREX AND
SPECIAL WORKSHOPS UNDER 2019 SERIES**

AGENDA

1. Welcome speech by Chief Executive of FEDAI – **10.00 am**
2. Introduction of officials of AD I Banks participating in the meeting
3. Keynote Address on importance of training in general and in the area of Foreign Trade / Exchange business in particular
4. Tea Break – **11.30am to 11.45am**
5. Review of workshops conducted under 2018 series by Chief Executive, FEDAI – 11.30 to 11.45 am
6. Observations of Shri P M Pethe, Forex Consultant & Trainer and Officer-on-Special-Duty (Training) in respect of FEDAI workshops conducted in 2018 series and projections of 2019 series
7. Discussions on the guidelines for conducting the FEDAI workshop in general and drafting guidelines for 2019 series in particular. Discussions will also take place on various other aspects namely inputs and procedures of conducting the workshop mentioned in the text of the circular
8. Finalization of centres / time slots for conducting the FEDAI workshops for ensuing 2019 Series as volunteered by representatives of nominated banks
9. Vote of thanks. By Deputy Chief Executive – **1.55 to 2.00 pm**
6. Lunch at 2.00 p.m.



ANNEXURE II

Suggested Programme Schedule (Inputs) for conducting One Week Orientation Workshop on Forex under 2019 Series

Inputs to be provided during the one week orientation workshop

Overview of Forex Business in India, Role of Ministry of Commerce, Ministry of Finance and RBI, Transactions/Operations of Authorised Dealers in FOREX, Current Foreign Trade Policy, Customs formalities for Imports/Exports.

Operating under FEMA (1999) / Preventions with reference to KYC and AMLA / Important provisions on Imports & Outward Remittances Exports & Inward Remittances. Forex Remittances and accounts facilities available to Resident Indians and NRIs with caselets and Compliance and Reporting under FEMA.

L/C Mechanism, parties and Important Types – Important provisions of UCP 600/ISBP-745, Standby LCs and ISP-1998 & URC-522 preferably with caselets. SWIFT & Forex Operations.

Export Finance, (Merchandise/Services/Software) Pre/Post Shipment in Rupees and Foreign Currency, ECGC Policies/Guarantees & claim procedure.

ECBs & FCNR (B) loans, Introduction to FDI and ODI with caselets

Forex Markets, Exchange Rate Mechanism, Forward Contracts, Risk Management in Forex, Ethics and Code of conduct with introduction to Derivatives.
FEDAI Role and Rules.

A session on area specific issues in Forex Business, if warranted at a specific centre
OR

Latest developments in foreign trade / exchange business and International Banking and Finance

Note: While finalizing the Time Table, please ensure logical sequence of sessions. For finalising the Time Table/Session Plan please contact **Shri P. M. Pethe, Forex Consultant & Trainer / OSD (Training), FEDAI, on his mobile No. 98203 56426 OR email id pmpforex@yahoo.com**
